MID-ATLANTIC REGIONAL ARCHIVES CONFERENCE

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Wilmington Welcomes MARAC

Crosby & Hill Store, 222 Market Street, Wilmington, Delaware

Come to Wilmington in the Fall of 1995. We're ready to give you the business - the business of archives, that is! Wilmington has always been a town ready to do a deal, and MARAC's return trip for the first of three successive years will be no different.

First settled in 1638 by Swedish colonists, Wilmington really got going in the eighteenth century when Thomas Willing laid out the street plan. His lavishly imitative copy of Philadelphia's perpendicular street plan stretching between two rivers survives to this day, and many people consider Wilmington a model of rectilinearity. This squareness, however, attracted a sizable citizenry of Quaker millers and merchants, who turned the town into a thriving mill center by the time of the American Revolution. When the British attacked Philadelphia in 1777, the flour mills on the Brandywine were one of their objectives. Oliver Evans was an important early American inventor from Newport, Delaware, whose design for an automated mill was adopted by the Wilmington mills. Brandywine Village, a section of town

Continued on P. 2

Wilmington Meeting

Continued from P. 1

on Market Street, still contains several stately homes built by these millers.

In the early nineteenth century, a fellow named E.I. Du Pont discovered the possibilities of the mighty water power of the Brandywine and built his gunpowder mills here. These grew into the giant Du Pont corporation of today, which is still headquartered here in Wilmington. Other important industries included ship building, leather tanning, carriage making, and finance. Today, Delaware's accommodating corporation laws make it the state of choice for incorporation, and many companies have moved their headquarters here, including MBNA, Zeneca, and (soon to come) the Scott Paper Company.

Today, Wilmington is a vital city on the upswing, and MARAC visitors will enjoy the accessibility of Wilmington via Amtrak and air travel (through the Philadelphia airport) and the active urban scene.

The local arrangements committee is planning several exciting tours, including ones to New Castle, an eighteenth century town on the Delaware river preserved in amber; another to the world-renowned Winterthur Museum with it's stunning collection of decorative arts (and new galleries opened since the last MARAC conference here); and one to the Hagley Museum on the site of the original Du Pont gunpowder mills, estate, and garden.

A lively reception on Friday night will be held at the Historical Society of Delaware's new Delaware History Center, which is in a recently refurbished Woolworth's store in downtown Wilmington a block from our hotel (the Holiday Inn, which was a Radisson hotel when we were there in 1991.) This building, when it was built, was the third largest Woolworths in the country ! Now it houses galleries and classrooms, as well as the Society's shop in an award winning setting. Exhibits on the 75th Anniversary of Woman's suffrage and on Delaware's sports hall of fame will be in place when we visit.

Sessions & workshops will explore the business aspects of running an archives. Workshops on Thursday include an Introduction to Records Management, Teaching with Archives, and hands-on Making Preservation Enclosures and Museum Mounts. The Program Committee hopes to reprise two very popular workshops oversubscribed at the Baltimore meeting: Oral History and Introduction to the Internet.

Sessions planned focusing on management include basic policy and procedures development, and a series of "how-to" sessions on working with professionals in other fields: fundraisers, public relations, lawyers and consultants. Career-related sessions include a discussion on the value of certification/recertification, and the realities of becoming an administrator. Other sessions include: pro-active collecting, fee-based reference services, decentralized archives, planning an Archives Week (a MARAC initiative), an overview of what's hot in Washington and how that will effect us, a debate on the status of NARA, cooperative records management between governmental agencies, sports collecting, using the World Wide Web and legal issues of electronic records.

Marie C. Malaro, Director of the George Washington University Museum Studies Program, will address the plenary session Friday.

Wilmington, always known for its mid-Atlantic, deciduous beauty and its quaint historical atmosphere, is also now expanding its opportunities for dining and social life, and we look forward to hosting, once again, a memorable MARAC conference in November! See you here, and come ready to deal.

Table of Contents

Wilmington Welcomes MARAC	1
From the Chair	3
Of Mailing Times and Deadlines	3
State & Local News	4
Who's in Charge	7
MARAC NEWS	8
News Notes	10
National & Regional Associations	11
Preservation News	13
Book Reviews	14
Employment	16
New Members List	19
Steering Committee Meeting	20
MARAC Business Meeting	22
News from the National Archives	24
Treasurer's Report	26
MARAC Expenditure Detail	27
Session Abstracts	28

From the Chair...

As the incoming Chair of MARAC, I jumped at the opportunity offered by G. David Anderson, Editor of Mid-Atlantic Archivist, to write a short article introducing myself to the membership and outlining two major issues facing the Mid-Atlantic Regional Archives Conference. For those of you I have not had a chance to meet yet, I am almost a Washington, D.C. native, having moved with my parents to Washington when I was six weeks old. Although I spent most of my youth in the suburbs, I returned to the District of Columbia in 1976 and have enjoyed living in the city ever since. I am almost a lifetime NARA employee, as well, although I did break away for a short period and worked at the Archives of American Art, Smithsonian Institution. But most of my working life has been spent at the National Archives in Washington, D.C. My longest assignments have been with the Office of Presidential Libraries and my current post, the Center for Electronic Records.

I had served as the Chair of the D.C. Caucus from 1992 to 1994, so when I was asked to run for Chair of MARAC I was familiar with one of the key issues facing MARAC: the design and implementation of the APEX grant proposal to provide consultation services for small institutions. The MARAC Steering Committee decided to develop a NHPRC grant proposal to request funding for a regional project based on the New Jersey CAPES project (see *maa* XXIV/1, page 10). NHPRC did not approve the project funding leaving a major issue for our organization to face. Should MARAC consider a small demonstration project to determine the feasibility of offering consultative services to repositories within the MARAC boundaries? MARAC has enjoyed a positive cash flow with its meetings over the past couple of years, so there is money available to fund such an endeavor if the membership is interested in committing itself to this activity. I would like to recast the issue of the grant in this direction. I will ask a committee to consider this basic question and if there is interest to propose a basic structure for this project.

The second issue draws directly from the first. When the grant proposal was first considered, the Chair appointed a special committee to develop the APEX grant. The three members, Lois Densky-Wolff, Claire McCurdy, and Rebecca Ebert did an admirable job of putting together a comprehensive plan for this project in a very short period of time. One of the major issues surrounding the proposal was the administration of the grant. MARAC is a volunteer organization with little administrative support beyond the maintenance of membership lists. Is it time for MARAC to look at its functions and see if changes should be made? Major changes will require changes in structure. Or should MARAC continue offering the level of services it always has? As we continue to grow more volunteer assistance will be necessary to maintain services at current levels. Thus, the second issue is the need for long range planning for MARAC. I am considering forming a special committee to look at the long range plan for MARAC to examine if the structure and functions of this organization need to change.

These two issues will figure prominently during these next two years. With the help of the two planning groups to address these issues, I will do my best to ensure that they do not become "almost" issues. I welcome comments and suggestions from all of you. My e-mail address is fynnette.eaton@arch2.nara.gov and my telephone number is (301) 713-6640x225. You can write to me at Fynnette Eaton, Chief, Technical Services Branch, Center for Electronic Records, National Archives and Records Administration, 8601 Adelphi Road, College Park, MD 20740.

Fynette Eaton

Of Mailing Times and Deadlines

There has recently been a significant change in the way the *Mid-Atlantic Archivist will* be distributed. Beginning with the spring 1995 issue, each spring and fall issue will be sent to members via first class mail. The purpose of this change is to ensure that members receive information on MARAC meetings in plenty of time to plan their attendance, something which often did not happen when all issues were delivered fourth class. For now only the spring and fall issues are affected; the summer and winter issues will continue to go the regular fourth class route.

The editors want to encourage continued contributions to the newsletter. Our deadlines for the four year issues remain March 1, June 1, September 1, and December 1. We can accept material up to the 10th of each month but submissions received after the 10th will not make it to publication. We do appreciate the input we have received in the past and hope that it will continue in the future or even increase.

State & Local News

DC

The DC Caucus will hold its next meeting at 3:30 p.m. on Wednesday, July 26th at the First Federal Congress Project's Washington headquarters (2120 L Street, NW, Suite 255). Anyone who would like to attend to learn about this NHPRC-funded project should call Charlene Bickford at (202) 676-6777.

During the past year the DC Caucus has sponsored excursions to the National Geographic Society's Image Collection, the Holocaust Museum, and The George Washington University's Gelman Library, home to both the GWU Archives and the National Security Archive. In January Greg Mouchyn of the National Archives presented a program on guidelines to purchasing a personal computer. The Caucus canceled a May appearance by Page Putnam Miller, Director of the National Coordinating Committee for the Promotion of History, because of a schedule conflict. Her appearance was to have occurred during the interlude between the Senate Governmental Affairs Committee's May 23rd hearings on John Carlin's nomination as Archivist of the United States and the Senate's confirmation of Carlin on May 26th.

MD

The Maryland State Archives has opened its Home Page on the World Wide Web offering comprehensive and up-to-date information on Maryland state government. Working in cooperation with Maryland's SAILOR project, the Archives has available information on the executive, legislative and judicial branches of the state government, including biographical sketches and photographs of constitutional officers and members of the General Assembly. The staff of the *Maryland Manual*, a biennial publication of the Archives, provides continuous updates of this information. Users of the Home Page also can obtain information about a variety of archival services in the following categories; Reference Services, Geographical Services, Education and Outreach, Preservation and Conservation. The Archives URL is:

http://www.mdarchives.state.md.us/

NJ

American Association for Cancer Education Records Available for Research

The University of Medicine and Dentistry of New Jersey (UMDNJ) Libraries announce that the records of the American Association for Cancer Education (AACE) are now open and available to researchers. The UMDNJ Libraries' Special Collections Department was designated in 1994 as the official repository for the AACE records.

The AACE was founded in 1947 as the Coordinators of Cancer Teaching (CCT), and reorganized in 1967 under its present name. The primary mission of the AACE is to "enhance cancer knowledge within the framework of the medical school curriculum." The AACE promotes cancer education and provides the opportunity for members to advance programs for early cancer detection, therapy, and rehabilitation. The Association has sponsored since 1951 the Samuel C. Harvey Lectureship in honor of the first chairman of the CCT; the Margaret Hays Edwards Medal was established in 1986 to honor outstanding contributions to cancer education. The AACE conducted a Cancer Education Study in 1976 and 1977, which collected data on cancer teaching in medical schools throughout the country. The journal of Cancer Education has been published by the AACE since 1986.

The records of the AACE, dating from 1947, contain four cubic feet of material and document the history of the organization. The collection contains significant material on the Cancer Education Survey and the organization's annual meetings. Additional records will be added to the collection periodically.

The AACE records are housed in the Special Collections Department at the UMDNJ-George F. Smith Library of the Health Sciences. The Smith Library is located at 30 Twelfth Avenue, Newark, N.J. The Department is open to researchers Monday through Friday, 8 a.m. to 5 p.m. Researchers should call (201) 982-7830 or 982-6293 for an appointment or for further information.

NY

Local Governments Connect to the Internet. Seventy-five local governments in the eastern third of New York State have been connected to the Internet, and 195 more are being recruited as part of Hudson Valley Community College's Technology Initiative. Funds to support this project come from the Local Government Records Management Improvement Fund. At the present time, users are able to contact each other through e-mail and listservs, and to access a variety of information from State government including records schedules, contracts, and legislative bill tracking.

★★★

SARA Blocks Auction of Document. The Attorney General's Office and State Education Department legal staff worked with the State Archives to block the auction of an 1852 inmate ledger for Sing Sing State Prison and to request its return to state custody. These efforts have been reported in *The New York Times* and other newspapers. In late December, a State Supreme Court judge issued a preliminary injunction requested by the state to prevent sale or transport of the ledger until the case is resolved. The 1852 ledger is the earliest known record of inmates in Sing Sing, which opened in the late-1820s. The Archives holds over 4,000 cubic feet of administrative records and case files from New York State prisons, dating from 1797 to the 1990s.

★★★

Exhibit Gains A New Life. For the first time ever, an exhibit from the State Archives will be displayed in a travel plaza of the New York State Thruway. Thousands of travelers stopping for food and fuel will be able to view the exhibit, Modern Route, Ancient Roots, which describes the historical antecedents of the Thruway from Iroquois pathway to superhighway. Plans are to move the exhibit every month to a different travel plaza. The exhibit was originally developed to celebrate Archives Week '94.

★★★

Bill on Governor's Records. A bill to replace the State's outmoded Governor's Records Law has been introduced by majority members in each house of the Legislature. The new legislation would (1) affirm government ownership of records relating to official business of the governors and their executive chamber staff, (2) ensure that executive chamber records are evaluated by expert State Archives staff and that archival records remain in State custody under State Archives control, and (3) authorize an outgoing governor to restrict access to certain categories of information for up to fifteen years.

★★★

Durable Media Bill Before New York State Legislature. SARA has been at the forefront of the move to enact legislation that requires State agencies to use alkaline (non-acidic) paper or other durable media for official records and publications that have enduring value. The bill further requires agencies to have in place programs that will ensure that records of long term value created on unstable media (magnetic tape, for example) are periodically refreshed or migrated to new media.

★★★

New Publications Available. The Documentary Heritage Program has ended the fiscal year with the release of three new publications: State, Federal, and Private Sources of Funding for Archives, Historical Societies, Libraries and Other Not-for-Profit Organizations, a booklet that provides names, addresses and phone numbers of organizations and briefly describes the type of projects they fund; Selected Bibliography on Historical Records Administration, a useful reference tool for custodians of historical records; and Guides to New York State History, a brochure promoting the availability guides to the holdings of over 1,700 repositories and organizations in the State. Local Government Records Services has produced another booklet in its technical information series: #49 Administration of Inactive Records, which outlines and describes the necessary steps to ensure efficient and effective operation of an inactive records storage facility. Dividends to Local Governments is the title of a new brochure that played a role in SARA's efforts to draw attention to the importance of managing local government records.

PA

William G. Campbell, Jamie Kamph, and Robert Schwarz

Join CCAHA Board of Directors

William L. Joyce, Chairman of the Board of Directors of the Conservation Center for Art and Historic Artifacts (CCAHA) and Associate University Librarian for Rare Books and Special Collections at Princeton University, recently announced that William G. Campbell, Jamie Kamph, and Robert Schwarz have joined the Center's Board of Directors. In making his announcement, Joyce commented: "The Conservation Center for Art and Historic Artifacts is fortunate indeed to have attracted the interest and talent of people like Jamie Kamph, Rob Schwarz, and Bill Campbell to service on the Board of Directors. In these difficult times, cultural organizations need the attention of committed and knowledgeable community leaders, and we are gratified that we have such a Board to which we might turn for leadership."

★★★

Conservation Center for Art and Historic Artifacts Receives Grant from The McLean Contributionship

The Conservation Center for Art and Historic Artifacts has received a grant of $75,000 over three years from The McLean Contributionship for a designated fund for long term support of professional training, research and educational programs. The Conservation Center received a major challenge grant of $250,000 from the Andrew W. Mellon Foundation to expand or establish an endowment to support internship training and staff research. Linda V. Ellsworth, Executive Director of the Center, described this gift from

Continued on P. 6

State & Local News

Continued from P. 5

The McLean Contributionship as "a major step toward the match of the Mellon endowment challenge."

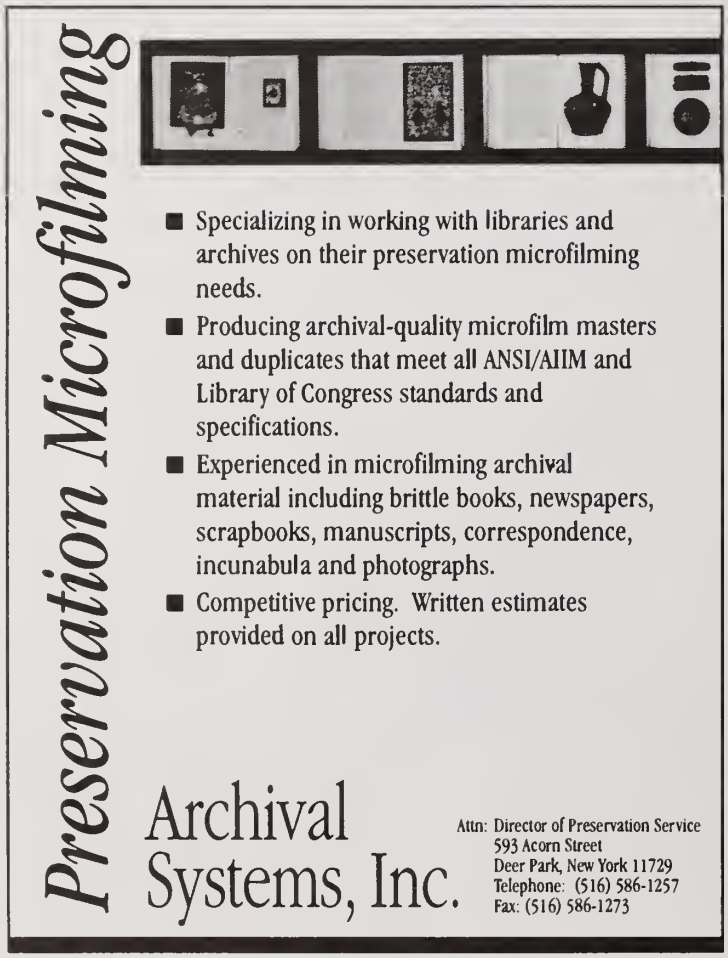
The McLean Contributionship, established in 1951, supports organizations in the Delaware Valley interested in environmental education and understanding; compassionate and cost effective health care for the ill or aged; programs which motivate youth to assess realistically their talents and develop them despite social or economic obstacles; projects which stimulate educational, medical, scientific, or cultural developments; and efforts to encourage persons in newspaper or related information and communications work to be more effective and responsible in responding to the needs of people to know and understand how world happenings affect them.

The Pennsylvania Historical and Museum Commission invites applications for its 1996 - 1997 Scholars in Residence Program. The program provides support for full-time research and study at any Commission facility, including the State Archives, The State Museum, and 26 historical sites. Residencies are available for four to twelve consecutive weeks between May 1, 1996, and April 30, 1997, at the rate of $1200 per month. The program is open to all who are conducting research on Pennsylvania history, including academic scholars, public sector professionals, independent scholars, graduate students, writers, filmmakers, and others. For further information and application materials, contact: Division of History, Pennsylvania Historical and Museum Commission, Box 1026, Harrisburg, PA 17108; 717/787-3034. Deadline is January 12, 1996.

★★★

The Pennsylvania Historical and Museum Commission recently signed an agreement with the National Archives to accept records belonging to the U.S. War Department and relating to Major General John Frederick Hartranft's service during the Civil War era. These records had been in the possession of Gettysburg College under a deposit agreement with Mrs. Lillian B. Stockham, a descendant of Major General Hartranft. Both Mrs. Stockham and Gettysburg College have released their claims to the Hartranft documents. They will be placed on permanent loan at the Pennsylvania State Archives which will become an affiliated archives of the National Archives.

Major General Hartranft was the Commander of the Washington Arsenal in Washington, D.C., while it was used as a military prison in which the Lincoln assassination conspirators were incarcerated and executed. The materials consist of an "Order Book" and "Letter Book" relating to the operations of the Washington Arsenal and fifty-one unbound items, including correspondence and orders by Major General Hartranft and other military officials such as General Winfield Scott Hancock and Secretary of War Edwin M. Stanton, during the period April to July, 1865.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Who's in Charge?

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MARAC NEWS

The Mid-Atlantic Regional Archives Conference (MARAC) recently instituted a scholarship program to provide three awards of $300.00 each for individuals to attend its semiannual meetings.

Scholarship funds may be used for conference registration, workshops, conference meals, and travel expenses. Persons meeting the criteria outlined below are encouraged to apply for funding for the Fall 1995 meeting to be held in Wilmington, Del., November 9- 11.

Applicants must:

1. Be a dues paying member of MARAC and a member of a MARAC state caucus.

2. Be a new member of MARAC with a membership of less than two years duration at the time of application, OR

3. Be a new employee of two years or less in an archival or archives related field, or be currently enrolled as a graduate student in history or a related field, library science, or archival administration, having taken at least three credit hours in archival studies, by the application deadline. Full time and part time students will be considered.

4. Not have received any MARAC scholarship previous to this application.

5. Be from an institution (if employed) that is unable to provide conference expenses.

TO APPLY, submit a current resume and a letter in which you outline your compliance with the qualifications and explaining (if employed) your institution's inability to provide conference expenses, list the name, address and phone number of your immediate supervisor or graduate advisor, and include a short statement indicating the benefit you expect to receive from the scholarship. Applications should be sent to: L. Eileen Parris, Chair, MARAC Education Committee, Virginia Historical Society, P.O. Box 7311, Richmond, VA23221-0311, and must be received by July 15, 1995.

The Education Committee will review all applications to ensure that applicants meet the qualifications outlined above and will, in conjunction with appropriate MARAC State Caucus representatives, select three applicants to receive scholarship support. Those individuals will receive written notification by September 15th, 1995.

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Finding Aids Submissions

The MARAC Finding Aids Awards Committee is seeking submissions of guides, inventories, and other finding aids for the 1995 competition. Published guides and inventories must have a 1995 publication date. Finding aids submitted in manuscript form must include an introduction, be in a format suitable for publication, and should have been available for public use and distribution during calendar year 1995.

Two copies of each submission should be sent to:

Linda A. Ries, Head, Appraisal Section, Penna. State Archives, Box 1026, Harrisburg, PA, 17108-1026

Submissions must be postmarked no later than December 31, 1995. The winners will be announced at the spring MARAC Meeting.

For further information, contact Linda A. Ries at (717) 787-3023.

★★★

New MARAC T-shirts are Available!

The T-shirts have MARAC name & logo emblazoned across the front. They are available in 2 sizes: large or extra-large, 1 color: "Jade Teal" (Green-Blue), 100% cotton, preshrunk, cost: $6.00 per shirt. Place orders with: Jackie Esposito, Chair, Outreach Committee, Penn State University, C107 Pattee Library, University Park, PA 16802, (814) 865-7931, jre@psulias.psu.edu. Mailing/shipping charge: $1.00 per shirt.

T-shirts will also be available for purchase at the November meeting in Wilmington.

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Arline Custer Memorial Award

Call for Submissions

This award honors the memory of Arline Custer (1909 to 1975), Mid-Atlantic Regional Archives Conference (MARAC) member and editor of the National Union Catalog of Manuscript collections.

The award recognizes publishing achievements by MARAC members and individuals or institutions in the seven states (New York, New Jersey, Pennsylvania, Maryland, Delaware, Virginia, and West Virginia) comprising MARAC. The Custer Committee is particularly interested in receiving published writings that appeal not only to the archival community, but to the general public as well. The committee will consider scholarship, relevancy, innovation, quality of writing, and presentation and layout as criteria in judging submissions.

Multiple submissions by individuals or institutions are welcome. The publication must have appeared between July 1, 1994 and June 30, 1995.

Archival finding aids, including guides, will not be considered for the Arline Custer Memorial Award and instead should be submitted to the MARAC Finding Aids Award committee.

Two prizes will be awarded, each with a monetary value of $100. The 1994 winners will be announced by the committee during MARAC's Fall meeting in Wilmington, Delaware.

Please send at least 2 copies of each submission to: Frances M. Seeber, Chair, Custer Award Committee, Franklin D. Roosevelt Library, 511 Albany Post Road, Hyde Park, New York 12538.

Submissions must be received by August 1, 1995.

If you have any questions, contact: Frances M. Seeber at (914) 229-8114.

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Continued on P. 10

MARAC Membership Application

Dues Year – October 1st - September 30th

☐ **Regular $15.00** ☐ **Student/Retired $5.00**

Name: _____

Address: _____

_____

City: _____

State: _____ **Zip Code:** _____

Phone: _____ **Fax:** _____

E-Mail: _____

Institution: _____

State Caucus Preference:

☐ DE ☐ DC ☐ MD ☐ NJ ☐ NY ☐ PA ☐ VA ☐ WV

To belong to additional State Caucuses, indicate which one(s) and add $1.00 each to your dues payment.

May we include your name and address (only) on a MARAC mailing list for distribution?

☐ Yes ☐ No

Please check the category(ies) which best describe(s) your archives:

☐ College/University ☐ Museum ☐ Religious
☐ Corporate ☐ NARA, LC, Presidential Library ☐ State/Local Government
☐ Historical Society ☐ Professional Society, Institute ☐ Other: _____

Please check the committee(s) on which you are willing to serve:

☐ Arline Custer Award ☐ Finding Aids Award ☐ Membership
☐ Program ☐ Education ☐ Local Arrangements
☐ Nominations ☐ Publications ☐ Finance
☐ Meetings Coordinating ☐ Outreach ☐ Service Award

Make Checks payable to MARAC and Mail to:

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University Park, PA 16803

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Fax: (814) 865-3665
E-Mail: dxs@psulias.psu.edu

MARAC News

Continued from P. 9

Resolution in Opposition to the Nomination of John W. Carlin as Archivist of the United States

Whereas, the Mid-Atlantic Regional Archives Conference is one of the largest regional archival organizations the United States, encompassing the states of New York, New Jersey, Pennsylvania, Virginia, Maryland, Delaware, West Virginia, and the District of Columbia, and

Whereas, the nominee, John W. Carlin, does not meet the qualifications outlined in the NAGARA/SAA Joint Statement on selection criteria for Archivist of the United States and the Independent Legislation of the National Archives (PL98-947) and,

Whereas, the American Historical Association, the American Library Association, the National Coordinating Committee for Public History, the Organization of American Historians, and the Society of American Archivists have unanimously gone on record in opposition to the nomination of John W. Carlin to be Archivist of the United States,

Therefore, Be it Resolved that the Steering Committee of the Mid-Atlantic Regional Archives Conference joins the above-mentioned professional organizations in strongly opposing the nomination of John W. Carlin as Archivist of the United States.

Resolution approved by MARAC Steering Committee, May 16, 1995.

News Notes

Teleconference Planned on Mass Deacidification for Paper-Based Collections

The Pittsburgh Regional Library Center, the University of Pittsburgh School of Library and Information Science, and the Robert Morris College School of Communications and Information Systems are pleased to announce a teleconference on mass deacidification, scheduled for October 26, 1995. This conference, funded in part by the National Endowment for the Humanities, will focus on the status of mass deacidification research and the role of mass deacidification in addressing the preservation needs of libraries and archives whose paper-based holdings are threatened by acidity.

Robert DeCandido, New York Public Library, will moderate the teleconference. The speakers are Kenneth E. Harris and Chandru Shahani, Ph.D., of the Library of Congress. Panelists include Sally Buchanan, School of Library and Information Science, University of Pittsburgh; Sue Kellerman, Penn State University; and Randall Russell, Ph.D., Preservation Technologies, Inc.

The teleconference will be accessible via satellite downlink on C-Band and Ku-Band throughout North America, Hawaii, Mexico, and the Caribbean and will have phone-in and e-mail capability. The licensing fee is $200. After the conference, videotapes will be available for $200 plus the costs of duplication, postage, and handling.

For more information, call or e-mail Susan Melnick, preservation services manager, PRLC, at 412.825.0600/ smm@prlc.org

★★★

Gaylord Bros. Announces Collections Conservation Winner

Ellen Chin, Conservator of the New York City Municipal archives, has won the 1995 Gaylord Collections Conservation Award, which includes a $1000 grant for conservation training and an all-expenses-paid trip to the 1995 conference of the American Institute for Conservation (AIC) in St. Paul, Minnesota.

Ms. Chin will use her $1000 grant to attend the International Course on Paper Conservation sponsored by the International Centre for the Study of the Preservation and the Restoration of Cultural Property (ICCROM). She was the only U.S. conservator to be selected to participate in this two-month program on the chemistry of paper and techniques for its conservation.

Her training will enable the New York City Municipal Archives to expand treatment options for its records, which range from colonial documents to nineteenth century photographs and the original drawings for Central Park and the Brooklyn Bridge.

★★★

The Kansas State Historical Society Research Center is Moving

The Kansas State Historical Society Library & Archives Division will be relocating to a new building adjacent to the Kansas Museum of History. The research rooms in the Memorial Building will close July 10, 1995, and they will reopen at the Kansas History Center September 18, 1995. Our new address and phone number will be 6425 SW 6th Street, Topeka, Kansas 66615-1099, (913) 272-8681.

National & Regional Associations

The semiannual meeting of New England Archivists (NEA) was held May 5-6 at the Aetna Conference Center in Hartford, Connecticut.

The meeting this year focused on the relationship between archivists and historians. Three workshops and six panel sessions were planned. On Friday, May 5, a day-long workshop on using the Arts and Architecture Thesaurus included hands-on exercises and discussion of access and description of archival and special collections material. In addition, there were two simultaneous workshops on Friday afternoon. One will explore preservation microfilming and the other will focus on exhibit design. The program Saturday, May 5, consisted of three morning sessions and three afternoon sessions. The panels include discussions on the documentation of the business community, digitization, and the internet as well as the access and use of literary manuscripts, and the challenge of researching the lives of women. The program began with a keynote address by John Demos, Professor of History at Yale. He discussed his experiences and observations of New England archives as he researched material for his recently published book, *The Unredeemed Captive.*

For information on upcoming meeting please contact:

Jennifer Tolpa, Massachusetts Historical Society, 1154 Boylston Street, Boston, MA 02215, Tel.: (617) 536-1608, Fax: (617) 859-0074.

★★★

Midwestern Archivists Oppose Carlin Nomination

The governing council of the Midwest Archives Conference, the largest regional archival organization in the United States, voted at its May meeting to oppose President Clinton's nomination of John W. Carlin as Archivist of the United States.

The Midwest Archives Conference (MAC) has determined that Carlin does not meet the qualifications outlined in the 1984 law creating a presidentially appointed, Senate-confirmed U.S. Archivist. The law indicates that the national archivist "shall be appointed without regard to political affiliation and solely on the basis of professional qualifications required to perform the duties and responsibilities of the office of Archivist." Carlin is the former governor of Kansas with a degree in dairy science. He also played a role in the 1992 Clinton presidential election campaign.

"The unanimity of the opposition of the professional organizations to the nomination of John Carlin as Archivist of the United States is a result of the absolute perception that this is a partisan nomination of an individual lacking the professional qualifications and expertise essential to this position" commented MAC Council member Karen Benedict. MAC President Mark A. Greene, of the Minnesota Historical Society, indicated that "over the past two years many candidates have been considered by the White House for this important post. Archival and historical organizations have given high marks to several of these candidates. We are very disappointed that in the end the Administration has chosen to nominate the one candidate who is strongly opposed by all the relevant professional organizations."

A resolution adopted by MAC's Council states that "a Society of American Archivists delegation consisting of three members of the Midwest Archives Conference met with John W. Carlin and unanimously found him unacceptable as a candidate for Archivist of the United States."

Benedict, who was a member of the Society of American Archivists team who interviewed Carlin, indicated that "it is important to go on record opposing a nomination that violates the law which states that the Archivist shall be appointed without regard to political affiliations and solely on the basis of the professional qualifications required to perform the duties and responsibilities of the office."

Other national professional organizations who have gone on record as opposing the Carlin nomination include the American Historical Association, the Organization of American Historians, the American Library Association, the Society of American Archivists, and the National Coordinating Committee for the Promotion of History. The Midwest Archives Conference joins the above mentioned professional organizations in strongly opposing the nomination of John W. Carlin.

For further comment contact MAC president Mark A. Greene at (612) 296-2620 or MAC Public Information Officer Larry J. Wagenaar at (616) 395-7798.

★★★

Minority Scholarship Winner Announced

The Midwest Archives Conference is pleased to announce Renee Denise McKinney as the winner of the 1995 Scholarship for Minority Students in Archival Education. McKinney is an archival administration student at the University of Michigan's School of Information and Library Studies.

Ms. McKinney, a second semester student, is active in the University of Michigan's student chapter of the Society of American Archivists and the American Library Association. An article she co-authored with Joseph Vanes, "Relevance Judgements of Actual Users and Secondary Judges: A Comparative Study," appeared in The Library Quarterly (April 1992).

She holds an undergraduate degree in History from the University of Michigan, and has worked at the Kelsey Museum of Art and Archaeology as a research assistant surveying Romanera textiles from Egypt. She is currently working as an assistant in editing machine-readable texts for the Humanities Text Initiative, a joint

Continued on P. 12

National & Regional News

Continued from P. 11

project of the University of Michigan Library's Digital Libraries Project and the University of Michigan Press.

The minority scholarship was awarded by MAC for the first time in 1994. It provides $500 to minority students interested in pursuing graduate education in archival administration as a way to encourage ethnic diversification in MAC and the archival profession as a whole. To qualify, students must be currently enrolled in or accepted by an archival education program listed in the Society of American Archivist's Directory of Archival Education.

In the essay accompanying her application, Ms. McKinney stated her career goals are to integrate archival and museum theory and practice. She said she hopes to initiate programs to document the lives and work of African American and other women of color living in the first half of the 20th century, especially in the area of social activism among working class women.

For more information on the scholarship, please contact Barbara Floyd, chair, MAC Education Committee, University of Toledo, Toledo, OH, 43606, or call (419) 537-2170.

★★★

MAC Announces 1995 President's Award Recipients

The 1995 Midwest Archives Conference President's Award was awarded to two recipients, the Abraham Lincoln Association and Brooks McCormick, CEO of the Navistar International Transportation Corporation.

The Abraham Lincoln Association (ALA) is a volunteer membership organization established in 1909. Since its inception it has steadfastly pursued its mission "to actively promote and aid the collection and dissemination of authentic information regarding all phases of Lincoln's life and career." Among its many efforts is The Lincoln Legal Papers, a project that ALA has led as a project cosponsor, advocate, and financial underwriter, has been one of the organization's greatest achievements. Bruce McCormick will also be receiving the MAC President's Award. McCormick is Chairman and Chief Executive Officer of the Navistar International Transportation Corporation. His long-term financial support of archival work in the State Historical Society of Wisconsin has resulted in the completion of numerous projects in the archival field.

Projects that McCormick has supported include efforts to select, arrange, microfilm, print and index over 12,500 large format negatives created by the International Harvester Company; the donation of the remaining archival collections of the International Harvester Company to the State Historical Society of Wisconsin, and providing an endowment for the ongoing preservation and management of the collection. The International Harvester collection includes nearly four thousand cubic feet of family papers and corporate records spanning 160 years.

The 1995 Midwest Archives Conference President's Awards was presented at the Spring Meeting, May 4-6 at the Midland Hotel in Chicago, IL.

★★★

NAGARA Points to Intergovernmental Cooperation as Key to Success

The National Association of Government Archives and Records Administrators (NAGARA) will hold its Annual Meeting in Raleigh, North Carolina, July 26-29, 1995. Stressing "Communication, Cooperation, Collaboration: Keys to the Future," the meeting features intergovernmental issues, information policy, and technology topics of interest to all managers and users of information at all three levels of government -- local, state, and federal. The conference will also provide many opportunities for informal networking and discussion of issues.

For program or exhibit information, contact Steve Grandin, Publications and Membership Services Coordinator, at 48 Howard Street, Albany, NY 12207, phone: (518) 463-8644, fax: (518) 463-8656. Registration is $195 for members ($220 after June 30); and $250 for non-members ($275 after June 30); a daily rate is also available.

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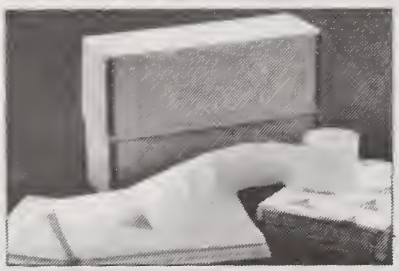

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Registration includes one breakfast, luncheon and dinner, and three receptions. Workshop registration is separate; the fees for "Electronic Document Imaging: The State of the Art," given by William Saffady, and "The Theory and Practice of Disaster Preparedness and Response," given by Harlan Greene, are $95 and $40, respectively.

★★★

The Oral History Association will Meet in Philadelphia in 1996

The 1996 annual meeting of the Oral History Association will be held on October 10-13 at the Holiday Inn Select - Center City, Philadelphia, PA. The Conference site is located in the heart of Center City and the central business district, just minutes away from historic sites and museums. Founded in 1682, Philadelphia has something for everyone. Known as the cradle of democracy, Philadelphia is home to the Liberty Bell and Independence Hall as well as hundreds of other significant historical sites and museums that interpret our country's rich historical past. Philadelphia houses the strongest collection of impressionist art in the world outside of Paris, is home to vibrant regional theater and offers outstanding classical music and dance. For sports fans, Philadelphia is home to professional sports teams in football, hockey, lacrosse, basketball and baseball.

The theme for the Philadelphia meeting is ***Oral History, Memory, and the Sense of Place***. Meeting sessions will explore oral history's relationship to popular and professional notions of history; the construction of local memories; the relationship between vernacular, hidden or suppressed histories and official history; the importance of place in shaping community identity; the nature and role of nostalgia in local memories; the uses of memory in heritage-based tourism; and related topics.

The Oral History Association invites scholars and practitioners from a variety of disciplines and fields to submit proposals for individual papers, panels, round-tables, workshops, and entire sessions.

Deadline: December 15, 1995

For further information or to submit proposals, contact: Howard L. Green, New Jersey Historical Commission, CN 305, Trenton, NJ 08625, (609) 984-3460 (phone) (609) 633-8168 (fax), hlgreen@pilot.njin.net (e-mail), or Linda Shopes, Division of History, Pennsylvania Historical & Museum Commission, Box 1026, Harrisburg, PA 17108, (717) 772-3257 (phone), (717) 783-1073 (fax).

★★★

OHMAR Oral History Workshop Program

Oral History in the Mid-Atlantic Region (OHMAR) offers a limited number of workshops in collaboration with local groups and organizations on oral history theory and practice. As an organization dedicated to the promotion and improvement of oral history in the mid-Atlantic region, OHMAR offers these workshops to introduce basic oral history techniques and technology to beginners and to provide continuing training to those already involved in the discipline.

Workshop topics and programs are developed jointly with local groups. They may be general and introductory in nature or tailored to the specific needs and professional levels of sponsoring organizations. As a guide, groups may consider building a program around one or more of the following topics:

A General Introduction to Oral History. A basic survey of fundamentals: setting up a project, equipment needs, doing interviews, processing tapes, the pros and cons of videotaping.

Setting Up an Oral History Project. Detailed review of issues related to initiating and implementing a successful oral history project, including setting up advisory boards, time considerations, funding and budgeting, research, procedures, and equipment.

Interviewing. How to prepare for and conduct oral history interviews. What to do before, during, and after interviews. Question preparation, equipment selection, tape processing, ethical issues.

Processing. An overview of procedures for processing oral history collections, including accessioning, transcribing, cataloging, preservation, and access.

Videohistory. Use of video and motion picture technology and materials in an oral history project. When and how to use video or film to best effect.

State and local groups within the OHMAR region are encouraged to apply for a workshop. Preference will be given to organizations with limited resources and in locations at some distance from the population centers where OHMAR typically meets.

Contact the OHMAR Workshop Committee for further details and an application form: Chairperson, OHMAR Workshop Committee, P.O. Box 2351, Gallaudet University, Washington, D.C. 20002.

Preservation News

The Preservation Education Directory, 7th edition, has been published by the Association for Library Collections and Technical Services (ALCTS) Preservation of Library Materials Section (PLMS), now incorporated into the Preservation and Reformatting Section (PARS). It lists library school programs with brief descriptions of each preservation course and other information about continuing education and professional development courses, programs, workshops, and internships offered through associations and institutions. It is available for $8.50 from ALA Order Department, 520 North Dearborn, Chicago, IL 60610.

Book Reviews

Nancy J. Long

Publication Review

Aubitz, S. and Siokalo, Z. (1994). *Disaster Preparedness: A Resource Guide and Manual* (2nd ed.). Philadelphia: Museum Council of Philadelphia & The Delaware Valley.

Abstract: This loose-leaf manual was designed as a practical tool to assist cultural institutions in writing their own disaster plans, particularly those located in the Delaware Valley. There are three major sections: Disaster Preparedness, Emergency Response, and Disaster Recovery, plus a section on Loss Control Measures for Computers, and a section consisting of forms that can be copied and used. Appendices include a few case studies and a bibliography.

This manual can be a very useful guide for any cultural institution wishing to prepare a disaster plan. Most guidelines are universal enough to apply to institutions in any region.

The first section, on Disaster Preparedness, wisely suggests setting up a Disaster Management Committee and Team (DMCT) as a first step, and it makes recommendations for who should be included on that team and what their responsibilities should be. The first task is, of course, to prepare a written plan. Specific guidelines are given for doing this including forms for everything from inspection reports to listings for volunteers. A case study shows how one institution prepared a vulnerability assessment as part of its plan.

The second section, on Emergency Response, recommends immediate actions for specific kinds of emergencies such as water damage, power outages, or fires. Again, forms are provided for the institution to fill in its own procedures and contacts, etc. Some basic guidelines are provided in this section, such as turning off the power before entering a flooded area. There also is a brief section on drying wet books and records.

The third section, on Disaster Recovery, has a brief list of nine items to begin "picking up the pieces," but consists primarily of a list of local resources for institutions located in the Delaware Valley. The list obviously would not be very useful for institutions located elsewhere, but can be used as a guide for the kinds of resources that might be included in a customized list. It includes names and addresses of conservators, freezer services, pest control companies and the like, along with mention of what other institutions have used their services (presumably with some success).

The fourth section addresses the care and handling of data processing equipment, with some good suggestions on how to minimize loss of equipment and data by planning ahead.

This workbook can be an excellent place to start for anyone preparing a disaster plan. A clear advantage is its "fill-in the-blanks" approach, which makes it easy to put a plan into place fairly quickly by following the step-by-step directions. The loose-leaf format makes copying the forms a simple matter. Also, careful thought has been put into identifying in some detail what can go wrong, and what should be done in the first few hours of an emergency to minimize damage and chaos.

Any institution relying on this workbook would be wise, however, to consult other guides as well before putting a final plan into place. An example is Judith Fortson's *Disaster Planning*

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and Recovery (1992, New York: Neal-Schuman). This is a very different kind of book, in that it places more emphasis on discussing the disasters, their prevention, and recovery, and less on how the plan should be written. For instance, Fortson's book profiles types of fires and the stages of fires, and describes detection systems and suppression systems. More detailed information is provided on treatment options for damaged materials, and there is a discussion on obtaining insurance. Development of the actual written plan occupies only one section of the book, and forms are limited to a few obtained from the National Fire Protection Association, as well as some examples from Oklahoma.

The Museum Council Manual does suffer from a few flaws. There are some minor inconsistencies, such as the inclusion of the Personnel Officer on the Committee list on page 6, but not on the related Form 3. And the vulnerability assessment case study uses a-b-c for its ratings in the definitions, but changes them to 1-2-3 on the charts. The placing of the forms at the back of the notebook necessitates a lot of flipping around when reading the manual, which would be made easier if the form numbers had been placed in the upper righthand corner, instead of the left.

And finally, the case studies listed at the end were a disappointment. It is not clear whether or not these institutions had plans in place before disaster struck, and what lessons were to be learned from their experiences. These should have been developed more thoroughly to be more instructional.

In summary, the Museum Council Manual can be a valuable tool for any institution seeking to create a disaster plan, but would be best if used in conjunction with other guides.

★★★

Doing Oral History, by Donald A. Ritchie. New York: Twayne Publishers, 1995. $14.95 paperback.

This book is not a dustcatcher. It is destined to be dog-eared and full of underlined passages, from the first time you pick it up. In a user-friendly question-and answer format, much like an oral history interview, Don Ritchie has packed into one modest volume enough practical advice to get an oral history project off the ground, help a novice oral historian conduct a responsible interview, and challenge more experienced oral historians, librarians, archivists, and others who might use oral history to think broadly about the impact of what they are doing.

There is none of the esoterica that sometimes consumes academic historians. Yet in chapters on, for example, using oral history in research and writing, preserving oral history in archives and libraries, and presenting oral history--in formats as varied as stage productions and interactive videos--Ritchie challenges everyone involved in oral history to conduct their activities in accord with the highest professional standards.

"How much of today's oral history will be considered an important supplement to the written documentation of this century, or dismissed as superficial and superfluous? How much of what we do will be preserved, and how much will be lost? Oral historians need to look beyond their own immediate needs to consider the corpus of work they will leave for the future." (xii)

Ritchie makes clear that "there are great differences between usable oral histories and useless ones, and there are far too many of the latter." (6) But it is equally clear, through Ritchie's use of hundreds of examples peppering virtually every question-and-answer segment, that there are plenty of usable oral histories around for those who would learn from wheels others already have invented.

Ritchie, a former president of the Oral History Association and of OHMAR, traces the history of oral history to put the contemporary practice of the craft into some perspective. He draws on his experiences as associate historian of the U.S. Senate, a popular oral history workshop leader, and editor of the Twayne Oral History Series offer step-by-step advice on everything from organizing an oral history project and conducting audio and videotaped interviews to managing an oral history collection in a library or archives.

Despite the Q-and-A format, *Doing Oral History* is not a cookbook. Indeed, writing such a book would be impossible, as Ritchie suggests. "For every rule, an exception has worked. Imaginative interviewers are constantly developing and sharing new methods and uses of oral history." (1) Having said that, however, he provides the most succinct statement of "fundamental rules and principles [that] apply to all types of oral history interviewing: do your homework: be prepared; construct meaningful but open-ended questions; do not interrupt responses; follow up on what you have heard; know your equipment thoroughly; promptly process your tapes; and always keep in mind and practice the ethics of interviewing." (57)

The book includes as an appendix the Principles and Standards of the Oral History Association, which Ritchie was instrumental in revising from 1988-1991. A separate appendix includes a variety of sample legal release forms. Detailed footnotes and an extensive bibliography offer further paths for readers who want more territory to explore.

—Mary Kay Quinlan

Reprinted from the OHMAR newsletter, Winter 1995

EMPLOYMENT

As a service to the MARAC membership the *Mid-Atlantic Archivist* publishes announcements about professional opportunities for archivists. The *maa* reserves the right to decline or edit announcements that include discriminatory statements inconsistent with principles of intellectual freedom or the provisions of the Civil Rights Act of 1964 and its subsequent amendments.

There is not a fee for publishing job opportunities; however, announcements from the MARAC region will be given priority. The deadlines for the *maa* are December 1st, March 1st, June 1st and September 1st. Because the *maa* is delivered via bulk rate, exact delivery dates cannot be guaranteed.

It is assumed that all employers comply with Equal Opportunity/ Affirmative Action regulations.

HAMPTON UNIVERSITY
University Archivist

Hampton University, a private, non-denominational institution of higher education, is seeking a qualified individual for a position which will manage the operations of the University Archives. Established in 1972, the Hampton University Archives now has a collection of over 8 million items including manuscripts, documents, and other records related to the history of the school. Included are student and faculty records, discipline books, minutes of the Board of Trustees meetings and of faculty meetings, correspondence, presidential papers, speeches, and official documents, as well as fifty thousand historic photographs or original negatives. This is known as one of the richest repositories for the study of African American and Native American education in the world. The position is available due to the retirement of the founding archivist.

The University Archivist will manage, preserve and further develop Hampton University's archival collections.

Duties include: the organization of records and documents into appropriate categories; establishing and maintaining an orderly system for introducing additional records and documents into the collection; maintaining contact with various university offices and with other potential donors for the orderly transfer of materials to the collection; making decisions on the acceptability of materials for the collection; planning for the care and treatment of archival materials including physical care, arrangement and description for research purposes; maintaining registration procedures for the collection; monitoring the accuracy and completeness of the collection data base; being informed of the application of new techniques to be used in the maintenance and accessioning of the collection; proposing policies and procedures covering access to the collection; developing procedures for assuring the security and safe-keeping of the collections, including the copying of materials; conducting related research and preparation of reports; other related duties and responsibilities including supervision of the staff of the archives.

Qualifications: applicants will have solid experience in archival administration, management issues and strategies; knowledge of United States history, especially the history of education of African Americans and/or Native Americans; strong communication skills; and demonstrated ability to supervise staff and work well with all levels of professionals and other patrons. Master's degree in archival studies, library science, or related field is required. Knowledge of computerization of records and electronic data bases highly desirable. University Archivist reports to the Director of the Hampton University Museum.

Send resume and three references to: Director, Hampton University Museum, Hampton Virginia 23668. Position available July 1, 1995. Search will remain open until position is filled.

INFORMATION SYSTEMS ASSOCIATE II
DOCUMENT LIBRARIAN/ARCHIVIST

Under the administration of the Head Librarian of the Marine Biological Laboratory/Woods Hole Oceanographic (MBL/WHOI) Library, the Document Librarian is responsible for the maintenance and operation of the specialized technical document collection and archives.

Specific Duties Performed: Recommend policy and procedures and participate in long-range planning. Manage space requirements including storing and microfilming of reports; equipment, furniture and shelving selection. Participate in report collection development, providing on-line access. Sort and evaluate incoming materials. Acquire reports and documents as requested, fulfilling Interlibrary Loan requests, and requests for WHOI technical reports. Provide Selective Dissemination of Information (SDI) services. Maintain and monitor exchange agreements for technical reports, coordinating records with the main body of exchange records. Prepare statistical reports, bi-monthly accessions list, Annual Bibliography of Technical Reports, and bibliographies. Assist scientists in special bibliographic projects. Liaison with classified document control activity. Deposit WHOI Technical Reports in the DTIC or NTIS Federal Depository system. Coordinate activities with other library units, participating in local, regional, and national library organizations. Catalog/index reports. Develop and maintain subject authority records. Train and supervise assistants, interns and volunteers. Retrieve and reshelve materials. Maintain scientific, historic records of WHOI personnel. Develop on-line retrieval program for in-house documents. Promote outreach program for WHOI Archives. Write proposals. Develop disaster plan.

Education/Experience Desired: MLS or MA degree in related field or equivalent required, with emphasis on archives, technical reports, government documents, and instruction. Requires ability to work independently and the ability to work on multiple projects simultaneously. Extensive computer experience required on all platforms (Macs, PCs and UNIX) with knowledge of technical literature. Must have working knowledge of OCLC, MARC format, AACRII and indexing theory; knowledge of relational databases (e.g. dBase III, dBase IV, SYBASE, INGRES, INFORMIX, ORACLE, etc.) and related library software. Strong interpersonal and communication skills necessary. Professional experience in technical library and archival work experience highly desirable. Undergraduate education in Oceanography or related science helpful.

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Interested applicants may submit a resume to the Office of Education Services, Saint Peter's College, 39 Glenwood Avenue, Jersey City, NJ 07306, attention of Mr. Joseph V. Doria, Jr., Director of Education Services.

FOUNDATION ARCHIVIST

The Colonial Williamsburg Foundation
Williamsburg, Virginia

Responsibilities: The Colonial Williamsburg Foundation is seeking a manager to be responsible for operations, personnel, systems and resources for the archives and records department. Primary responsibility is for the preservation of important foundation records for historical, administrative, and legal purposes; disposal of non-permanent records; provision for record storage and retrieval an needed; and administration of computerized document management systems. Also, oversees and conducts research for internal and external customers. The Foundation Archivist supervises two archives and records professionals and support staff of four.

Qualifications: should include proven management abilities and five or more years experience directly related to responsibilities noted above, two-three years of which would have been at the supervisory level. B.A. degree in history, English, or other liberal arts field. Advanced degree and certification by SAA or CRM preferred. Ability to lift 50 pounds.

Salary: $37,350 to $49,800.

Applications should be sent to Donna Cooper, Employment Office, The Colonial Williamsburg Foundation, P.O. Box 1776, Williamsburg, Virginia, 23187-1776.

In Memoriam

It is with the most profound sadness that I report that our friend and colleague Holly Hall, Head of Special Collections at Washington University in St. Louis, died on Saturday, June 24, following a brief battle with leukemia.

A native of New Jersey, Holly received her bachelors degree in English from Wittenburg University in Springfield, Ohio, and her masters degree from the University of Leeds in England. She joined Washington University in 1969. She was appointed Curator of Manuscripts in 1972 and Head of Special Collections in 1975.

She was a founding member of both the Association of St. Louis Area Archivists and the Midwest Archives Conference. She was also a member of the American Library Association and the Society of American Archivists.

A memorial service will be held at Christ Church Cathedral in St. Louis at 5:00 PM on Tuesday June 27. In lieu of flowers, the family asks that contributions be made to Christ Church Cathedral in Holly's memory.

Holly will be deeply missed.

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Virginia Historical Society - Volunteer

Nan Thompson Ernst
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Laura Iannacone
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Joan A. LaChance
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Carolyn L. Pollard
No institutional affiliation

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Susan Rishworth
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Presbyterian Church

Ellen A. Shultz
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Remigio Arencibia
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Anne Calhoun
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Michael L. Cook
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Elma Goodman
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No institutional affiliation

Mary Ann Landis
Consultant

Kathleen Lannon
Lannon Information Consulting

Jennie Levine
University of Maryland

Jim Lindner
VidiPax

Joanne M. Martin
Great Blacks in Wax Museum

Karen L. Martin
Three Village Historical Society

Jane McGuinness
Carnegie Hall

Cummins McNitt
Altoona Railroaders Memorial Museum

David S. Miller
City of Philadelphia Dept. of Records

Larry Moor
Montgomery County (MD) Historical Society Library

Charles Morgan
Jaguar Cars

Caroline Moseley
American Institute of Physics

John Panter
No institutional affiliation

Tish Peterson
George Washington University

Winona Peterson
Gettysburg National Military Park

Mary Jo Price
Frostburg State University

Chuck Rainville
University of Baltimore

Tanya Richter
Hershey Museum

Continued on P. 25

STEERING COMMITTEE

Summary of Steering Committee Actions and Reports at the Meeting of 20 April 1995 in Baltimore, Maryland:

Steering Committee:

• approved the minutes of the 27 January 1995 Steering Committee meeting, with no corrections;

• passed a motion that funds from the profits earned from past meetings be allotted in the amount of $1100 to the LAC for the Fall 1995 Meeting in Wilmington in order to subsidize the luncheon at a cost to attendees of $15 and the breakfast Business Meeting at a cost of $8;

• approved a Finance Committee recommendation to increase the number of scholarships to be offered for attendance at each meeting to three;

• approved another Finance Committee proposal for a scholarship to the NARA Modern Archives Institute, with the details to be developed by the Finance and Education committees and presented again to the Steering Committee at a later meeting;

• amended the minutes of the 27 October 1994 Steering Committee meeting to show that Fred Armstrong was present at that meeting;

• approved an Education Committee recommendation to refine the definition of a new employee in the MARAC scholarship guidelines, to be defined as an employee of two years or less;

• approved a proposal for a Distinguished Member Award proposed by the Ad Hoc Committee for a Distinguished Service Award to be presented to the membership at the state caucuses and the Baltimore Business Meeting; and

• authorized the MARAC treasurer to purchase new accounting software.

The Chair:

• reported his appreciation of the cards and other expressions of sympathy communicated to him by members of the Steering Committee and thanked all those who had served on the Steering Committee during the past two years for their service,

• announced the appointment of Susan Hamburger as chair of the Publications Committee, and

• announced that Terri Snyder and Rod Ross would be the Steering Committee representatives to the Nominations and Elections Committee.

The Vice Chair reported:

• on past, current and future meetings:

*Spring 1995, Baltimore, Maryland, April 20-22 - MARAC local arrangements co-chair Laurie Baty reported approximately 470 preregistrations as of April 19;

*Fall 1995, Wilmington, Delaware, November 9-11 - venue: Holiday Inn-Downtown, theme: "The Business of Archives," first of three Fall fixed-site semi-annual meetings, room rates: $69.00, parking included, Jon Williams, local arrangements chair, program co-chairs Judith Robins and Leslie Simon;

*Spring 1996, College Park, Maryland, May 2-4 - venue: Holiday Inn (10000 Baltimore Blvd.), Jim Stimpert and Phil Albert, program co-chairs, Yvonne Carignan and Matthew Gilmore local arrangements co-chairs;

*Fall 1996, Wilmington, Delaware, November 7-9 - venue: Holiday Inn-Downtown, second of three fixed-site semi-annual meetings, room rates: $69.00, parking included, no local arrangements or program chair;

*Spring 1997, Charlottesville, Virginia, no dates or venue set, no program chair, Marsha Trimble, local arrangements chair;

*Fall 1997, Wilmington, Delaware, November 6-8 - venue: Holiday Inn-Downtown, third of three fixed-site semi-annual meetings, room rates: $69.00, including parking, no local arrangements or program chair; and

*Spring 1998, State College, Pennsylvania, no dates or venue set, Jackie Esposito, local arrangements chair, no program chair.

Steering Committee also:

• reviewed the budget presented by Local Arrangements chair Jon Williams for the Fall 1995 Meeting in Wilmington;

• received the report of the Meetings Coordinating Committee that committee members serving with new Chair Jackie Esposito will be Lois Densky-Wolff, Don Harrison, Laura Katz Smith, Jodi Koste, and Valerie Metzler, that tentative dates have been set for the Charlottesville meeting but that the LAC is checking the dates for Passover that year, and that local arrangements committees needed for the three Wilmington meetings will be drawn from the surrounding states;

• received the report of the Nominations and Elections Committee that approximately 400 ballots had been submitted with the following results: Fynnette Eaton, chair, Jackie Esposito, vice chair, Mimi Bowling, Jeff Flannery, Maxine Lurie, and David Weinberg, members-at-large, Tom Connors and Laura Katz Smith, Custer Award Committee, and Marilyn Pettit (chair), John Celardo and LaNina Clayton, Nominating Committee;

• received the second quarter report of the MARAC treasurer for fiscal year 1994/95 that income from dues is about right and that from publications and conferences is very good, that expenses for the administrator are low because no student has been hired, that grant project expenses are from the December special Steering Committee meeting, and that he intends to remove the "Surplus" category from the summary because it is only an estimate and can be derived from other figures;

• received the report of the MARAC administrator that the drop in membership to 1057 is due to the purging of the database in February but that

51 new members have signed up at this conference and that the Membership Development Committee is discussing ways to address the problem of members who do not renew;

• received the report of the MARAC archivist that he is working to improve the arrangement and description of the MARAC archives and that he might need to charge a search fee in the future for requests that require excessive amounts of time;

• received the report of the Education Committee announcing the winners of the scholarships for this meeting: Susan Illis, Ida Jones and Tom Rosko, that the Committee is still working on the workshop roster, and requesting that the Meetings Coordinating Committee address the issue of the responsibilities of the program committees to report on workshop evaluations to the Education Committee;

• received the report of the Membership Development Committee that the Committee is revising the mentoring guidelines in order to match mentees and mentors in the same local area, that 17 new members have been personally invited to attend the New Members Orientation, that comments are still needed for the internship proposal, that there will be a double listing of new members in the next newsletter because the list was left out of the last MAA, and that the Committee needs a new member;

• received the report of the Outreach Committee that new MARAC T- shirts are on sale at this conference, that Jackie received a number of responses to the Archives Week listserv announcement, that an Archives Week planning meeting will be held soon, that SAA has no plans to establish a nationwide Archives Week so MARAC may be taking the lead in this endeavor, and that nominations for Service Awards and recommendations to revise the criteria will be presented at the July Steering Committee meeting;

• received the report of the Publications Committee that a Brazilian archival group would like to translate and sell, on a not-for-profit basis, Technical Leaflet No. 9, Photographic Preservation: Basic Methods of Safeguarding Your Collection, by Peter Mustardo & Laura Kennedy, who have given their permission, that the first class mailing of the MAA was a success in that members received the newsletter prior to the conference, that caucuses are encouraged to submit state and local news to the MAA, and that the structure of the Publications Committee needs to be changed because too many Committee members are ex officio;

• received the report of the Finding Aids Award Committee announcing the awards to be given out at the Business Meeting, that the Committee will recommend that future awards be given out in categories for different types of institutions rather than as first, second and third place, and that the new Committee chair will be Linda Ries;

• received a recommendation from the MARAC treasurer that the Strategic Plan Committee look at contracting of administrative services recently instituted by the Midwest Archives Conference as a part of its study of the implementation of the MARAC Long-Range Plan; and

• expressed its appreciation to outgoing officers and members-at-large and welcomed the new Steering Committee members.

CALENDAR

SAA
Washington, D.C.
August 25 - September 3, 1995

San Diego
September 1-8, 1996

For more information, contact: Meeting Planner, Society of American Archivists, 600 S. Federal, Suite 504, Chicago, Illinois 60605, (312) 922-0140

Western Archives Institute
Pasadena, California
The Guest House at Fuller Seminary
July 30 - August 11, 1995

Oral History Association
Milwaukee, Wisconsin
Pfister Hotel
October 19-22, 1995

The theme for the 1995 meeting in Milwaukee is **Reflections on Relationships in Oral History Research.** Among the featured events is a tribute to Pulitzer and Peabody award winner Studs Terkel, who is scheduled to speak at the Friday, October 20, luncheon.

Over forty sessions will focus on the meeting's theme of relationships, such as those between interviewers and interviewees, between and among interviewees, between the theory of oral history and actual practice, and between individual and collective memory. The overall theme will stimulate thought and discussion about the complexity of oral history in all of its dimensions.

MARAC Business Meeting

Baltimore, Maryland
22 April 1995

Lucious Edwards, Jr., called the meeting to order at 9:00 a.m.

1. The minutes of the Business Meeting of 29 October 1994 in Richmond, Virginia were approved as published in the Mid-Atlantic Archivist, v.24, no.1, Winter, 1995.

2. **Chair's Report - Lucious Edwards, Jr.**

Lucious reported on highlights of the Steering Committee meeting of 20 April:

a. The first three winners of the MARAC scholarship are present and will be introduced later in the meeting. The Steering Committee is now investigating the possibility of awarding a scholarship to fund attendance at the National Archives' Modern Archives Institute.

b. There was a special meeting of the Steering Committee in December 1994, at which it was determined that a special committee would continue to explore the development of a technical assistance program for the MARAC region to be funded through a resubmission of the NHPRC grant application or by some other means.

c. The Steering Committee approved the presentation to the membership of a proposal for a Distinguished Member Award. This proposal was then presented to the membership by Leonora Gidlund: The proposed award would be a one-time only award which may be given on an annual basis. No more than three awards would be given out in any one year. Nominations accompanied by three letters of recommendation should be submitted to the chair of the Outreach Committee. The Outreach Committee will review the nominations for compliance with criteria and submit nominations that meet the criteria to the Steering Committee. Awards will be approved by a two-thirds vote of the Steering Committee. The call for nominations will be made at the Fall Meeting and in the Fall *MAA*, with a due date of January 1, and with the awards to be presented at the Spring Meeting. The criteria will be as follows: Must be a long-term, hardworking MARAC member who has devoted time and energy to MARAC by participating in such activities as presentations, workshops, committees, and publications and has made other contributions to archival service.

After some discussion, the proposal was approved by the members, with one vote of no being registered.

3. **Vice Chair's Report - Ervin Jordan, Jr.**

a. The following dates, committee chairs, locations, and other details for future meetings were announced: November 8-11, 1995 ("The Business of Archives," Jon Williams, local arrangements chair, Judith Robins and Leslie Simon, program co-chairs), November 6-9, 1996, and November 5-8, 1997, Wilmington, Delaware, a trial fixed meeting site with room rates set at $69.00 for all three years; Spring 1996, College Park, Maryland, Jim Stimpert and Phil Albert, program co-chairs, Yvonne Carignan and Matthew Gilmore, local arrangements co-chairs; Spring 1997, Charlottesville, Virginia, Marsha Trimble, local arrangements chair; and Spring 1998, State College, Pennsylvania, Jackie Esposito, local arrangements chair.

b. The following Meetings Coordinating Committee members were introduced and thanked: Lois Densky-Wolff, Don Harrison, Laura Katz-Smith, Jodi Koste, and Valerie Metzler.

4. **Administrator's Report - Diana Shenk**

Diana announced that the new membership directory would be out within a month.

5. **Treasurer's Report - Jim Byers**

Jim reviewed some of the highlights of the Treasurer's Report for the second quarter of FY 1994-95, which had been distributed to the meeting attendees, including the fact that income from dues is at 86% of the budget projection; that income from publications, advertising and interest are all doing well; and that conference income is at 130% of the budget projection because of the New York City meeting. Income from the Richmond meeting is not expected to be so high. In regard to expenses, we are about where we thought we would be at this point in the year. Major expenses to come will be the new Directory out of the administrator's budget and a deduction from the treasurer's budget for the income tax preparer. Conference advances are at 100% because the Steering Committee authorized increases in advances to the Baltimore LAC in order to reduce conference expenses for attendees. Expenditures for publications consist almost entirely of newsletter expenses. Grant expenditures were to cover the special Steering Committee meeting and photocopies. The large percentage listed under miscellaneous represents the purchase of the new MARAC T-shirts. The surplus line in the fund breakdown will no longer be used because that figure doesn't mean much. A member queried whether or not MARAC's not-for-profit status is threatened by the extra income generated by meetings. Jim responded that there is no danger so long as the money is spent on appropriate things.

6. **Introduction of Scholarship Winners - Eileen Parris**

Eileen, as chair of the Education Committee, introduced the three winners of MARAC scholarships to attend this meeting: Susan Illis, Project Archivist, Historical Society of Western Pennsylvania; Ida Jones, Project Archivist, Mount Zion Heritage Center of Georgetown; and Tom Rosko, ACLU Project, Princeton University Libraries.

7. **Presentation of the Finding Aids Awards - Nancy Fortna**

Nancy announced the naming of first, second and third place winners for the 1994 award: First Place: World War II on Film: A Catalog of Select

Motion Pictures in the National Archives, National Archives and Records Administration; Second Place: The Guide to the Archival Records and Manuscripts of the Town of Huntington, Town of Huntington, New York; and tied for Third Place: The National Museum & Archive of Lesbian & Gay History Summary Guide to Current Collections, The Lesbian & Gay Community Services Center, New York City and Guide to the Archives, Central Synagogue, New York City. Nancy then announced the deadline for submissions for the 1995 competition and that the new Committee chair is Linda Ries.

8. **Nominations and Elections Committee Report - Marsha Trimble**

Marsha recognized the members of the Committee: Joe Anderson, Gerry Phillips, Carolyn Schumacher, and Karen Stuart and expressed her gratitude for what had genuinely been a group effort. She then announced the results of the election: Chair: Fynnette Eaton (although Newt received one vote); Vice Chair: Jackie Esposito; Members-at-Large: Mimi Bowling, Jeff Flannery, Maxine Lurie, and David Weinberg; Custer Award Committee: Tom Connors and Laura Katz-Smith; and Nominations and Elections Committee: Marilyn Pettit (chair), John Celardo and LaNina Clayton. 400 ballots were returned.

9. **Wilmington Preview - Jon Williams**

A slide show depicting sites and possibilities for the MARAC Fall 1995 Meeting lightened the serious tone of the meeting considerably.

10. **Incoming Chair's Statement - Fynnette Eaton**

Fynnette allowed as how she had a tough act to follow and said that she looked forward to working with the Steering Committee and the membership in two areas in particular: the grant project (in regard to which she urged members to attend the open meeting immediately following the Business Meeting) and long-range planning for MARAC.

11. **Program Committee Report - Baltimore - Tom Hollowak**

Tom thanked all MARAC and OHMAR members of the Program Committee and his co-chair, Cindy Swanson: Jennie Guilbaud, Susan Hamburger, Judy Knudson, Matthew Loser, Douglas McElrath, Nancy Perlman, Elly Shodell, Linda Shopes, and Gerry Stacy.

12. **Local Arrangements Committee Report - Baltimore - Laurie Baty**

Laurie announced that the final attendance count for the meeting was 560. She then thanked all the MARAC and OHMAR members of the Local Arrangements Committee and her co-chair Elaine Eff: Margaret Burri, Jennifer Bryan, David Hedrick, Pablo Jusem, Dean Krimmel, Alexandria Lippincott, Eileen McGuckian, Virginia Remsberg, Gerry Stacy, and Jim Stimpert.

13. **Alan Ginsberg presented the following resolution:**

Whereas, Archivists and oral historians at last unite in selecting Bawl-mer as a site.

Whereas, Some sessions were plenary; others concurrent, Virtually all were completely aberrant.

Whereas, There were so many pleasures—
It was almost immoral;
Some were visual—
Others were oral.

Whereas, The "in" crowd want to get on the WEB—
By the time it happens, we'll all be dead.

Whereas, History moves faster and faster,
NARA averted another disaster.
Whereas, We brought digitization to an art,
and art to the question,
We could say more about digits—
let's avoid the suggestion.

So that's all we'll say 'bout digitization,
And we'll say no more 'bout our oral fixation.

Therefore, Be It Resolved Since we learned so much in Baltimore City,
Thanks to Tom& Cindy,
and the Program Committee

Presented by Alan Ginsberg of the New York Caucus

which was approved unanimously.

14. **Mary-Elise Haug presented the following resolution:**

Whereas,

Standard language cannot express,
Our appreciation of a great success,
Thanks to the Queen Bee, hon,
The glow of Domino Sugar led us to the door,
where Mamma Jama took us to the floor,
Raw oysters sliding down throats,
And the water taxi that made us float,
Although the Orioles did not cooperate,
We could still go and look through the yard gate.

Whereas,

The numbers, they were outa sight,
As Jimmy Walker would say "dyn-o-mite."
Because the attention to detail was precocious
We say
supercalifragilisticexpialidocious
Therefore be it resolved,
We thank Queen Bee Baty for all your jive,
And extend our thanks to all your hive,

Hon.

Presented by Mary Elise-Haug of the Delaware Caucus

which was approved unanimously.

15. The chair thanked the members of the Steering Committee and other committees for all their work and support over the past two years. He acknowledged that while we didn't accomplish everything we wanted to, we did get a couple of things done. He urged everyone to attend the meeting on the regional technical assistance program that would be held immediately following the Business Meeting. The meeting was adjourned at 10:00 a.m.

Respectfully submitted,
Janet R. Linde, MARAC Secretary

News from the National Archives

The Conservation Center for Art and Historic Artifacts (CCAHA) has received a grant from the National Endowment for the Humanities (NEH) of $210,117 over a three year period to provide overview conservation surveys and to offer two new workshops. In addition, NEH has offered to provide matching funds of up to $57,068 on condition that an equal amount of funds is raised. The grant will support a limited number of conservation surveys for non-profit organizations that have paper-based collections.

CCAHA is also seeking applicants to participate in a Volunteer Corps Disaster Recovery Training Program, which is funded by the William Penn Foundation. The goal of the program is to train a select group of individuals who will be available to assist as team members in disaster recovery activities for institutions located in southeastern Pennsylvania and Camden County, New Jersey. Two day-long training workshops will be conducted by experts: one to address management issues that arise in disaster recovery, the second to train the volunteers in handling, packing and transporting damaged collections. Participants in the program must have experience with collections and their care as a curator, artist/craftsman, collection care volunteer, or board member of a cultural institution.

For further information contact Ingrid E. Bogle, Assistant Director, Preservation Services, Conservation Center for Art and Historic Artifacts, 264 South 23rd Street, Philadelphia, PA 19103; tel. (215) 545-0613.

★★★

John Carlin Becomes Eighth Archivist of the United States

On June 1, 1995 John W. Carlin was sworn in as the eighth Archivist of the United States. President Clinton nominated Mr. Carlin for the post on May 5, and the Senate confirmed him May 24. John Carlin served as Governor of Kansas from 1979 to 1987, and served on the Board of Directors of the Kansas Historical Society and the National Archives Foundation Board. At the time of his nomination he was the current Vice Chairman of the Board and former President and CEO of Midwest Superconductivity Inc. In his remarks at his confirmation hearing as well as his later remarks to the NARA staff he emphasized the work needed to be done in the areas of space acquisition and management, access, preservation, and electronic records.

★★★

Acting Archivist to Retire

On May 31, 1995, Acting Archivist of the United States Dr. Trudy Huskamp Peterson announced her intention to retire from the Federal Government after more than 20 years of service. Her career at the National Archives began at the Hoover Presidential Library. Prior to being appointed as Acting Archivist in March 1993 she served as Assistant Archivist for the Office of the National Archives.

★★★

Hackman Named Truman Library Director

Larry J. Hackman has been selected as director of the Harry S. Truman Library in Independence, MO. Mr. Hackman is currently the Assistant Commissioner of Education, State Archivist of New York and Executive Officer of the New York State Archives Partnership Trust. Prior to his position with the State of New York he was a senior archivist at the John F. Kennedy Library and was the first director of the Historical Records Program of the National Historical Publications and Records Commission.

NHPRC Awards Archival Fellowship for 1995-96

The National Historical Publications and Records Commission (NHPRC) is pleased to announce the selection of its Fellow in Archival Administration for 1995-96. The fellowship supports advanced administrative training for archivists who already have work experience and graduate education in their field.

The host institution and its fellow for 1995-96 are:

• New York State Archives and Records Administration, Albany, NY. Ann M. Przbyla.

Ms. Przbyla will work with Thomas J. Ruller, Associate Archivist of the Center for Electronic Records. While at the state archives, she will have several specific tasks, each under the direction of a unit manager. Ms. Przbyla will be exposed to program planning and development; policy issues involving access, security, and privacy; organizational assessment and change modeling; and marketing archival services including assessing customer/client/patron needs. She will be assigned two technical projects. The first is to analyze and define descriptive requirements for electronic records available through a government information locator system (GILS). The second is to identify the potential users of electronic records, assess their needs for reference services, and assist in developing a reference services plan for the state archives' electronic records holdings.

The archival fellowship is funded by the NHPRC and is intended to expand administrative training opportunities for professional archivists with two to five years of experience. NHPRC fellows participate in a variety of daily administrative and managerial activities, from personnel concerns and bud-

News from the National Archives

get planning and implementation to long-range planning and the development of procedures and policies.

The NHPRC is a Federal agency that promotes the preservation and publication of American historical records. The Commission issues reports on documentary needs, and makes grants to meet them. Chaired by the Archivist of the United States, the Commission's fifteen members represent the three branches of the Federal government and six national associations of historians, archivists, and documentary editors. Grant assistance is available for projects to preserve documentary sources, publish them, or otherwise make them more accessible. Grant applications are received against three deadlines each year. Nonprofit organizations and institutions, state and local governments, federally acknowledged or state-recognized Native American tribes, and appropriate individuals are eligible to apply. For more information, call (202) 501-5610 or write to NHPRC, National Archives, Room 607, Washington, DC 20408.

For more information on the fellowship program, contact Laurie A. Baty of the Commission staff at (202) 501-5610.

★★★

The Special Collections and University Archives at the Rutgers University Libraries in New Brunswick, NJ, and the Butte (Mont.)-Silver Bow Public Archives Labor History Collection are the 1995 John Sessions Award recipients presented by the Reference and Adult Services Division (RASD).

The awards, plaques donated by the AFL-CIO, are given to a library or library system in recognition of work with the labor community.

"The committee was very impressed with the focused work of the Archives staff in preserving and making more accessible the records of the International Union of Electronic, Electrical, Salaries, Machine and Furniture Workers, AFL-CIO," said Arthur S. Meyers, chair of the John Sessions Memorial Award Committee about the Rutgers recipient.

James P. Quigel, Jr., is labor archivist, Special Collections and Archives at the Rutgers University Library, Ralph S. Bingham III, is assistant to the labor archivist and Ronald Becker is head of Special Collections.

★★★

On June 22, 1995 the National Historical Publications and Records Commission (NHPRC) appointed Gerald George to serve as its Executive Director. Mr. George previously held the position until October, 1994 when he resigned. The Commission resolved to reappoint the immediate past Executive Director, requesting that he resume his former duties at the earliest possible date.

★★★

Archivist of the United States John Carlin testified before the Moynihan Commission on Protecting and Reducing Government Secrecy. Governor Carlin indicated concern over the backlog of classified records over 25 years old which the National Archives presently holds and which are eligible for review. Dealing with this backlog will be one of the Archivist's priorities.

New Members List

Continued from P. 19

Michael J. Robinson
Project Archivist, Town of Hempstead

Douglas B. Rodman
Virginia Historical Society

Allan C. Rough
University of Maryland

Travis A. Roxlau
U.S. Holocaust Memorial Museum

Betsy Scroger
U.S. Dept. of Energy

Robert Shindle
University of Baltimore

Bridget Sisk
United Nations

Gibson Bell Smith
National Archives

Paul Theerman
Smithsonian Institution Archives

Kitty Trenery
John Carroll School Archives

Kristen Turner
United Methodist Archives

Albert Wagner
National Gallery of Art

Thomas Wildenberg
University of Maryland

TREASURER'S REPORT
Mid-Atlantic Regional Archives Conference

Treasurer's Report, Fiscal Year 1995
October 1, 1994 - March 31, 1995

Category	Budget	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	% of Budget	Total	1994 Actual
REVENUE AND SUPPORT								
Membership Dues	$16,500.00	$11,153.00	$3,028.00			86%	$14,181.00	$13,656.25
Publications Sales	1,500.00	430.47	738.81			78%	1,169.28	3,071.81
Pub. Advertising	1,000.00	120.00	336.00			46%	456.00	1,289.00
Bank Interest	1,900.00	672.58	605.75			68%	1,278.34	2,443.12
Conferences	12,000.00	15,577.81	0			130%	15,577.81	24,853.88
Mailing List Sales	160.00	0	60.00			38%	60.00	190.00
Contributions	150.00	223.00	38.00			175%	261.00	121.00
Miscellaneous	0	0	158.00			158%	158.00	239.97
Total Revenue and Support	**$33,210.00**	**$28,176.86**	**$4,964.57**			**100%**	**$33,141.43**	**$45,865.03**
EXPENSES								
General	$1,600.00	$20.00	$610.17			40%	$630.17	$1,190.05
Administrator	3,950.00	516.32	63.60			15%	579.92	3,069.61
Treasurer	710.00	10.40	467.00			68%	477.40	538.45
Membership	1,500.00	73.08	242.45			21%	315.53	1,693.49
Committees	4,175.00	481.73	1,301.63			43%	1,783.36	2,743.98
Conference Advances	2,000.00	2,000.00	0			100%	2,000.00	3,000.00
Publications	13,600.00	2,695.56	2,609.00			39%	5,304.56	8,828.00
Awards	425.00	200.00	0			47%	200.00	300.00
MARAC Scholarship	1,657.00	0	234.00			14%	234.00	new cat.
Grant Project Expenses	1,000.00	683.46	154.50			84%	837.96	new cat.
Miscellaneous	50.00	0	1,635.00			3,333%	1,635.00	0
Total Expenses	**$30,667.00**	**$6,680.55**	**$7,317.35**			**46%**	**$13,997.90**	**$21,363.58**
NET INCOME or (NET LOSS)		**$21,496.31**	**($2,352.78)**				**$19,143.53**	

SUMMARY

Opening Balance	**$87,136.28**
Income	4,964.57
Expenses	7,317.35
Closing Balance	**$84,783.50**

Cash Accounts

Checking Accts:	$5,653.53
Savings Accts:	15.784.58
Cert. of Dep:	63,345.39
Total	**$84,783.50**

Fund	Opening	Credits	Debits	Closing
Current	$46,924.92	$4,876.10	$7,317.35	$44,483.67
Endowment	7,211.36	88.47		7,299.83
Reserve	30,000.00			30,000.00
Surplus	3,000.00			3,000.00
Total	**$87,136.28**	**$4,964.57**	**$7,317.35**	**$84,783.50**

MARAC EXPENDITURE DETAIL – FY 1995
Mid-Atlantic Regional Archives Conference

Category	Budget	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total	% of Budget	1994 Actual
General								
Secretary	100.00	0	0			0	0	$29.18
Nat. Coord. Cmte.	600.00	0	$600.00			$600.00	100	500.00
Taxes & Filing Fees	150.00	$20.00	10.17			30.17	20	160.87
Legal-Insurance	750.00	0				0	0	500.00
Subtotal	**$1,600.00**	**$20.00**	**$610.17**			**$630.17**	**40**	**$1,190.05**
Administrator								
Office Postage	$400.00	0	63.60			$63.60	16	$212.63
Printing/Stationery	500.00	0	0			0	0	696.46
Salary (student wages)	900.00	0	0			0	0	828.00
Mailing Service Costs								
Mid-Atlantic Arch.	800.00	$220.88	0			$220.88	28	$579.26
Membership Renewal	200.00	295.44	0			295.44	149	85.74
Ballots	350.00	0	0			0	0	309.14
Directory	300.00	0	0			0	0	0
Mailing Service	500.00	0	0			0	0	358.48
Subtotal	**$3,950.00**	**$516.32**	**$63.60**			**$579.92**	**15**	**$3,069.61**
Treasurer								
Postage-Bank Charges	$110.00	$10.40	$32.00			$42.40	39	$83.45
Accountant	600.00	0	435.00			435.00	73	455.00
Subtotal	**$710.00**	**$10.40**	**$467.00**			**$477.40**	**68**	**$538.45**
Membership								
State Caucuses	$1,500.00	$73.08	$242.45			$315.53	21	$1,693.49
Committees								
Steering	$3,000.00	$400.82	$902.83			$1,303.65	43	$2,675.16
Nominating	300.00	0	398.80			398.80	133	0
Finance	50.00	0	0			0	0	0
Finding Aids Award	100.00	0	0			0	0	23.22
Custer Award	100.00	80.91	0			80.91	81	0
Outreach/Membership	325.00	0	0			0	0	63.60
Meetings Coord.	50.00	0	0			0	0	0
Education	250.00	0	0			0	0	0
Subtotal	**$4,175.00**	**$481.73**	**$1,301.63**			**$1,783.36**	**43**	**$2,743.98**
Publications								
Mid-Atlantic Arch.	$8,800.00	$2,298.00	$2,609.00			$4,907.00	56	$8,828.00
Technical Leaflets	1,400.00	397.56	0			397.56	28	0
Membership Directory	2,600.00	0	0			0	0	0
Symposia	0	0	0			0	0	0
Membership Brochure	800.00	0	0			0	0	0
Subtotal	**$13,600.00**	**$2,695.56**	**$2,609.00**			**$5,304.56**	**39**	**$8,828.00**
Awards	$425.00	$200.00	0			$200.00	47	$300.00
Conference Advances	2,000.00	2,000.00	0			2,000.00	100	3,000.00
MARAC Scholarship	1,657.00	0	$234.00			234.00	14	new cat.
Grant Project Expenses	1,000.00	683.46	154.50			837.96	84	new cat.
Miscellaneous	50.00	0	1,635.00			1,635.00	3,333	0
Total Expenses	**$30,667.00**	**$6,680.55**	**$7,317.35**			**$6,680.66**	**46**	**$21,363.58**

Session Abstracts

MARAC Spring 1995 Session Summaries

Documenting Ethnic Communities

Through the experiences of two institutions, this session illustrates how archives and oral history work to preserve the culture and history of ethnic communities in Philadelphia and Baltimore.

The first speaker, Gail E. Farr, is Head of Archives and Research Services of the Balch Institute for Ethnic Studies. Ms. Farr was also the Project Archivist for the NHPRC funded Minority History Processing Project for processing and cataloguing recent record accessions pertaining to contemporary immigrant groups in the Philadelphia area. These immigrant groups included Puerto Ricans, other Latino groups, Asians and Native Americans.

The significant lesson learned from this Project: when working on records of recent immigrant communities, the processing archivist needs to meet and cultivate informants from within those communities. Ideally, oral histories should be gathered the same time that archivists are collecting textual, photographic, and other documentary materials. Unfortunately, records collecting is more likely to be handled distinctly from the records arranging and describing process.

Ms. Farr found that developing contacts within the immigrant communities helped her to do her job better in caring for their records. The contacts helped her through language barriers, in reconstructing the history of community organizations, to fill in or explain the gaps in the records, and locate more potential acquisitions within the ethnic community. Communicating with the immigrant contacts gives the archival institution a chance to review access policies and concepts of ownership with these groups. With the processing of these records a foundation is laid from which to launch future oral history projects within the documented communities.

The second speaker, Virginia North, is an archivist in the Jewish Historical Society of Baltimore. By laying out the rich history of the Jewish community in Baltimore, Ms. North was able to show how the Historical Society developed differently from the Balch Institute. Jewish groups in Baltimore wanted a place for their records and oral histories and the Historical Society was developed by them from that desire. As in the Balch Institute, these records serve as a launching point for oral history projects. But even as they preserve the historical records of the past, the Jewish Historical Society is actively conducting oral histories among the most recent Jewish immigrant arrivals. In this way, the Historical Society is creating recent immigrant records while developing contacts within the new immigrant community that may lead to acquisitions from future community organizations. In this session, Ms. Tess Riesmeyer, an archivist from the Historical Society of Western Pennsylvania, represented Mr. Thomas Carroll, folklorist and the scheduled moderator. From Mr. Carroll's written comments, Ms. Riesmeyer pointed out that the idea of ethnicity is rooted in a group through generations of being in one place. Migrations change all that. The folklorists look for traces of ethnicity through cultural displays to see how the ethnicity of a community may have been, is now, and may be changing. The archival institution is part of the community, part of being in one place for generations, part of the documented witness to historical and ethnic change.

—Jennie Diaz Guilbaud

★★★

Promoting Records Management

This session was chaired by Mr. William Taylor, the Director of Records Management for the State of Maryland. Before starting her presentation, the first speaker, Ms. Sunhild Bolander, Records Manager for the Fidelity and Deposit Company of Maryland, referenced the recent bombing disaster of the Oklahoma City Federal Building as a point of emphasis to introduce how to handle phoned-in bomb threats.

Representing commercial records management, Ms. Bolander suggests portraying records as valuable assets to senior management to promote the records management program. Records management is a costly overhead, but the loss of records may cost a company millions in lawsuits. Maintenance of records makes up about 90% of an office's activity and one filing mistake can cost $100. You may present senior management with the choice of investing in a properly run program or losing money waiting for a files custodian to play detective trying to find lost files while the company operations stand idle.

The Records Officer is the information provider for the organization. In this role, the Records Officer can foster support and gain allies from the corporate divisions that stand to gain the most from an efficient records management program. Let those offices know how the program is a benefit to them.

The second speaker, Ms. Marilyn Bentley, Assistant Administrator for the Administrative Office of the Maryland State Courts, used her experiences with the court records as a case study for promoting records management within a government setting. As Ms. Bentley so aptly put it, "Success sells."

In the past, each court maintained their own records. Most court records are of permanent value and lead to a severe space problem. With slides, Ms. Bentley effectively illustrated the deplorable conditions where the courts resorted to stacking dockets on top of file cabinets and storing active and

separated portions of files in unmarked grocery and produce boxes in the courthouse basement.

The first step taken to make sense of these records was to review the retention schedules. With the schedules, the records managers and custodians could identify what records to send to off-site storage or transfer to the state archives. This step gave the records crew a chance to figure how to make the most of the available space. Next, the records staff changed the folders to a heavier weight paper that better resisted tearing, incorporated a color coding system, and switched to a terminal digit arrangement system. New filing equipment was also ordered. By redesigning the court docket, the courts saved one FTE (full-time employee) and reduced the file loss rate from 30% to just five files.

The state judiciary is also investing in a state-wide barcoding system that will help to trace the location of files. Barcodes will already be printed on the folders avoiding the expense of someone applying them. The system will be phased-in over a number of years, one court at a time, and has a setup cost of about $35,000.

Although the State of Maryland has an active records management program, it does not have unlimited funds and resources. The project with the state courts is a tremendous undertaking. High school students and volunteers worked to identify records, change folders, and box and ship records as part of a community service project. Use of volunteers is one way that the government sphere has an advantage over the corporate world in getting labor intensive projects done.

Mr. Al Minnick, an archivist in the National Archives' Center for Electronic Records, was the third speaker addressing the topic of electronic records management promotion. The main problem between records managers, archivists, and data managers is the language barrier. Although both parties may speak the same words, data managers attach totally different concepts to the words than do the records managers and archivists. Both sides must reach a common ground so that records management concerns will be effectively communicated. The benefits of effective communication will result in a greater understanding, mutual engagement in data management, and in resource savings.

Mr. Minnick suggested three possible strategies to find the common ground. First, both parties need to envision information. This strategy directs the records and data managers to look at information pictorially. Envisioned information draws upon shared images as an analogous language to reach a common concept. Enhanced communication is another means to reach common ground with data managers. Records managers and archivists must expand their knowledge of electronic records terminology to understand the concepts the data managers follow. By learning the language, the records managers are better able to draw the data managers to a common ground. Lastly, by expanding the records manager's role in dealing with electronic records, the organization is giving authority to the role. This places the relationship on an even level with the data managers--a partnership.

—Jennie Diaz Guilbaud

★★★

The NARA Experience: Disaster Averted

Adrienne Thomas, Assistant Archivist for the Office of Administrative Services for the National Archives, chaired this session. The National Archives (NARA) speakers included Mr. Gary Marino, the Director of Facilities and Materiel Management Services, and Ms. Mary Lynn Ritzenthaler, a conservator in the Document Conservation Laboratory. Both speakers used slides to show the progression of the event and techniques in document recovery. Some minor damage and alteration occurred from the sprinkler incident, but no records were lost.

Mr. Marino's presentation detailed the events of the sprinkler incident at the National Archives in College Park, March 29, 1994. That evening, after

Continued on P. 30

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Session Abstracts

Continued from P. 29

8:00 pm, the electrical alarm panel sounded indicating a sprinkler event in the fourth floor stack, housing the still photos. Security checked the stack, but did not see anything unusual. With no other indication of a problem, the first alarm was seen as a "bug in the system" of a new facility, and the computer was reset. After the second alarm sounded, the open sprinkler was identified when security saw water coming from the vault.

Initially, the problem was undetected because the open sprinkler was within a refrigeration vault with blocked access. What should have taken 15 minutes to turn off, took 80 minutes. During that time, 5,000 gallons of water escaped into the stack and leaked to the floor below. Heat from the nearby refrigeration unit coil is the probable cause for the sprinkler's response. Sprinkler heads near these units have since been adjusted to open at 265°F instead of 165°F.

Ms. Ritzenthaler explained the recovery process took about four days. Immediate action included putting plastic sheeting on the shelves and using the wet/dry vacs to get the water off the floor. The greatest amount of water accumulated in the cartographic records stack, the floor below, affecting about 2,500 oversized ship plans. These plans presented special problems because they are physically made up of a variety of media, starched linen and different color inks. After unrolling the plans, they were stacked and kept slightly damp so the starch would not stick together. The goal was to prevent sticking, blocking (keeping dimensionally stable), and mold growth. After drying, the ship plans were rerolled because there was no time to put these records through archival processing.

Other records affected by the water included aerial film. Approximately 1,500 cans of film were sitting in water. Conservation staff placed the cans in the freezer until after the ship plans were handled. Only 100 cans of the 1,500 had leakage. The films were air dried without suffering from sticking, blocking, or breaks at splice points.

—Jennie Diaz Guilbaud

★★★

Falling into the WEB: Decision-Making Strategies When Making Information Available on the Internet

Before mounting finding aids on a Gopher server or World Wide Web site, archivists need to understand what questions to ask themselves and what decisions they must make.

Jackie Esposito explained the step-by-step decision-making process using flow charts. The major questions to ask are: Do I want to do this? What do I put on the Gopher? How will the finding aids be searched? How will I advertise access? And, how will the list be updated? Esposito stressed learning the language of systems people to converse with them, developing a mission statement with criteria and guidelines for what is mounted, understanding size limits within Gopher files, reconfiguring computer files to ASCII flat files, and training archives staff first on how to access and use the Gopher.

Brian Harrington recounted the history of the Johns Hopkins University's Special Collections Gopher which he began in the summer of 1992 because they had no money to publish a printed guide to their collections. He extolled the benefits of local control on a personal computer (286 as the minimum workable computer) versus a university systems office with their other, usually higher priorities. Johns Hopkins is now working on creating a national online database of finding aids and cross-Gopher searching.

Barbara Smith discussed Sailor, Maryland's public information network on the Gopher. Designed to emphasize state and local government and consumer health information for state residents, Sailor provides local area dial-up access throughout the state and acts as a gateway to the Internet. The overflow crowd asked questions of each of the speakers and left with Esposito's flowcharts and Smith's Sailor handouts.

—Susan Hamburger

★★★

Cataloging Oral History Collections

Once an archives receives an oral history collection--audiotapes, videotapes, and/or transcripts--access needs to be provided through finding aids, computer databases, and/or MARC cataloging. Choices depend upon the extent of the collection, the repository, the expertise of the archivist, and the users.

Pamela Cassidy argued for in-house computer databases in small, homogeneous repositories instead of MARC cataloging. She uses the database to create finding aids using the ZyIndex program. With this in-house system, she must create local authority files to provide consistency to subject access.

Lynn Wojcik demonstrated MARC:amc tagging in a NOTIS online public access computer system (OPAC) and RLIN (Research Libraries Information Network) national online catalog. By using the standardized MARC:amc format, a small repository can start with a local system [such as Minaret or MicroMarc] and later integrate it into a larger, combined catalog with other local repositories. She introduced the forthcoming Oral History Cataloging Manual by Marion Matters to be published in 1995 by SAA as the new guideline to follow for cataloging oral histories in MARC format.

Brenda Hearing stressed the importance of subject access to oral history collections, using the Columbia Oral History Project as an example of the disparate topics covered within one interview. She emphasized that subject analysis belongs in the realm of professional catalogers whose role is crucial to provide subject access to bottom-up oral history.

The audience asked several questions following the presentations, particularly about ZyIndex.

—Susan Hamburger

★★★

User Education for Archivists: An Introduction

Danna Bell-Russel began by asking the audience members what they expected to get out of the session. She explained bibliographic instruction (BI) and how to develop a successful program to teach students how to use archives. Focusing on classroom instruction, Bell-Russel suggested sources of information outside the archives for assistance with BI, including publications and librarians experienced in BI. She stressed complementing what other parts of the library are already doing and tying in the archives rather than floundering alone, duplicating, or conflicting with the reference department's BI.

Before embarking on BI, archivists must decide if they can and want to teach or if they would be more effective working with a colleague who is more comfortable and more dynamic with groups. Bell-Russel suggested that given limited class time, archivists should decide what they want the students to learn about the archives, focus the class session, not try to cram too much in, use humor (if they are comfortable with it), involve the students by asking questions, keep control of the class, and not use jargon. The most effective BI includes active learning--forcing students to be involved through group problem solving. Involve the faculty member before and after course assignments; ask for comments from the faculty and/or results of the students' research papers after their presentation to evaluate your effectiveness.

Bell-Russel offered a dynamic presentation, demonstrating good and bad speaking, posture, gestures, and body movements. She provided handouts, displayed key publications, and asked questions of the audience during her talk to keep them interested, allowing for a question and answer session at the end.

—Susan Hamburger

Call For Presentations

The "Call For Presentations" for the 1996 ARMA International Conference, in Denver, October 13-16, 1996 have been mailed to all ARMA members. Theme for the '96 conference is "Exploring The RIM Frontier"

The Program Committee has started working on the '96 conference program and is looking for outstanding presenters to provide advanced, in-depth sessions on a whole array of subjects, such as:

Electronic Data Interchange, Use of the Internet, Worldwide Web, E-mail Policy Development, ISO 9000 Documentation, Long-term Access to Electronic Images, Vital Records, Grant Writing, Mobile Office/Telecommuting, Forms Management (Electronic & Paper), Dealing With Harassment, Micrographics, Virtual Reality, International Issues, Team Development, etc.

If you are knowledgeable in any of these subjects or other records management & information topics and would like to be considered as a speaker for the '96 ARMA Conference, complete the "Call For Presentations" application and mail to me at the address on the application.

To receive a copy of the "Call For Presentation", you can contact: ARMA International, 4200 Somerset Dr, Ste. 215, Prairie Village, KS 66208. FAX: (913) 341-3742, Phone: 1 (800) 422-2762, E-mail:

76015.3151@COMPUSERVE.COM

OR

Wayne Duncan, University of Missouri, 2910 LeMone Blvd, Columbia, MO 65201, FAX: (413) 884-4498, Phone: (314) 882-6362, E-mail:

duncanw@ext.missouri.edu

To be considered for a presentation, application, abstract, biography and session synopsis must be postmarked by October 31, 1995.

Wayne Duncan

1996 ARMA International Conference Program Chair

MARAC MEETINGS

Spring Meeting 1995
Baltimore, Maryland
April 20-22, 1995

Fall Meeting 1995
Wilmington, Delaware
November 9th - 11th

Spring Meeting 1996
College Park, Maryland
May 2nd - 4th (tentative date)

Fall Meeting 1996
Wilmington, Delaware
November 7th - 9th

Spring Meeting 1997
Charlottesville, Virginia
No dates set

Fall Meeting 1997
Wilmington, Delaware
November 6th - 8th

Spring Meeting 1998
State College, Pennsylvania
No dates set

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